

Expulsion and Suspension Report (DOE-EXSU)

Version 09.17.07

Purpose

The purpose of this data collection is to gather student expulsion and suspension information on students suspended or expelled as a form of disciplinary action.

Audience

This is a required collection for all public schools and charter schools.

Instructions

Report those students expelled or suspended during the current academic year, July 1, 2006 – June 30, 2007 or your corporation 180 day academic year. Report each student from the school in which the student was expelled or suspended. If a student was expelled or suspended more than once in a school year, then report each expulsion and each suspension separately. The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described.

Since the Expulsions and Suspensions have been combined into one data collection, a **trial submission period** will be available **June 12, 2007 through June 17, 2007**. This optional period will provide the opportunity to verify transmission and validity of the data file **prior to** the actual collection cycle. All data submitted during the optional period will be **deleted** at the end of the day on June 17, 2007.

The required **collection period** will begin on **June 18, 2007** and last until **September 28, 2007**, which is the **final** date for submission. This collection period will allow data to be submitted earlier for those schools not anticipating summer 2007 expulsions or suspensions. During this time you are required to review the processing results of the file submission for errors and accuracy of submission. The Expulsion and Suspension Reports are provided for you in the Message Center under Reports and should be printed for documentation and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on September 28, 2007. Alternately, you will have an interactive “input screen” to enter data by student in the Application Center.

Additionally, the **Firearm Verification Form** will be available in the Application Center. A description of the firearm used is required for any suspension or expulsion involving handguns, rifles, shotguns or other firearms. Length of expulsion for firearms is one year; any modified days of expulsion for firearms will also require verification. **Verification of Shortened Expulsion form** will be available in the Application Center for your input.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	School Number	4	State Assigned School ID Required Field: Yes	School building number from where the student was expelled
2 B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: Yes	Nine (9) character Student Test Number (STN)
3 C	Grade Level	2	Data Type: Alpha-Numeric Allowable values are: PK = Pre-Kindergarten KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult	Grade 13: Students who return for further education after their intended graduation year.

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			Required Field: Yes	
4 D	Type of Expulsion or Suspension	1	Allowable Codes are: 1 = In-School Suspension 2 = Out-of-School Suspension 3 = Expulsion Required Field: Yes	In-School Suspension: Student is removed from an assigned class or activity to another setting in order to maintain an orderly and effective educational system. If instruction in the general education curriculum continues during this removal to another setting, the student is counted in attendance. See Important Note Section for more information.
5 E	Beginning Expulsion or Suspension Date	8 or 10	First day of suspension or expulsion. Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where MM = Month (01-12) DD = Day (01-31) YYYY = Year (2003-2099) Required Field: Yes	Dates will be checked to ensure valid calendar dates.
6 F	Ending Expulsion or Suspension Date	8 or 10	Last day of suspension or expulsion. Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where MM = Month (01-12) DD = Day (01-31) YYYY = Year (2003-2099) Required Field: Yes	Dates will be checked to ensure valid calendar dates.
7 G	Length of Expulsion or Suspension (# of Days)	5	Total number of instructional days, including days that carry over into the next school year that the student was expelled. OR Total number of instructional days suspended during beginning date/ending date period. Allowable Formats Are: NNN Whole number (1-365) Required Field: Yes	Total days of expulsion, including days that carry over into the next school year: Students suspended or expelled any portion of the day is counted as 1 full day. A student suspended or expelled during an instructional ½ day is counted as 1 full day. Note: this field intentionally left at length of 5.

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
8 H	Reason for Expulsion or Suspension	2	<p>Allowable Codes are: 1-7, 9-17</p> <p>01 = Alcohol 02 = Drugs 03 = Deadly Weapons (other than firearms) 04 = Handguns 05 = Rifles or Shotguns 06 = Other Firearms 07 = Tobacco 09 = Legal Settlement – I.C. 20-33-8-17 10 = Other 11 = Fighting – incident does not rise to the level of Battery 12 = Battery – student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury I.C.35-42-2-1 13 = Intimidation – communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation. I.C.35-45-2-1 14 = Verbal aggression or profanity 15 = Defiance 16 = Attendance 17 = Destruction of Property</p> <p>Required Field: Yes</p>	<p>08 = Code no longer used</p> <p>Items coded as 06 = Other Firearms include:</p> <ul style="list-style-type: none"> Any weapon (including a starter gun, taser, unloaded gun) which will, or is, designed to, or may readily be converted to expel a projectile by the action of an explosive The frame or receiver of any weapon described above Any firearm muffler or firearm silencer Any destructive device, which includes: <ul style="list-style-type: none"> Any explosive, incendiary, or poison gas Bomb, bottle bomb, pipe bomb, Molotov cocktail, etc. Grenade, M-120, M-80, pycadex (black powder), etc. Rocket having a propellant charge of more than four ounces Missile having an explosive or incendiary charge of more than one-quarter ounce Mine, or similar device Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
9 I	Alternative School	1	<p>Was the student that was <u>expelled</u> referred to an alternative school or program?</p> <p>Allowable Codes are:</p> <p>1 = Referred, attended and <u>did not complete the entire length</u> of the expulsion in an alternative program 2 = Referred and did not attend an alternative school or program 3 = Not referred</p> <p>Blank or Not applicable for suspended students</p> <p>Required Field: Yes</p>	<p>See Scenarios #1 and #2</p> <p>Codes 1, 2, and 3 are for Expelled Students only</p> <p>Students that were expelled to an alternative school or program <u>and completed</u> the entire length of the expulsion at the alternative school or program <u>should not be reported</u>.</p>
10 j	Special Education Participant	1	<p>Does the student have and individualized education plan (IEP)</p> <p>Allowable Codes are: Y = Yes N = No</p> <p>Required Field: Yes</p>	<p>The student is officially considered to be participating in a Special Education Program.</p>
11	Independent Hearing Officer	1	<p>Did an independent hearing officer order an interim alternate educational setting for this <u>special education participant</u> that was expelled or suspended?</p> <p>Allowable Codes are: Y = Yes N = No Blank if not a special education</p>	<p>The hearing officer referred to is NOT the local expulsion or suspension examiner.</p>

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
K			participant, Field 10 = N Required Field: Yes, if field 10 = Y	
12 L	Incident Number	9	What incident that led to the expulsion or suspension was this student involved in? Allowable Numeric Formats Are: Whole Number Required Field: Yes	See Scenario #3, Scenario #4 Assign a number to each incident that occurred in the school. For a group incident, the same incident number would be reported on each student involved. This number must be unique to the <u>incident and the school.</u>

Important Notes:

(1). In-School Suspension: Student is removed from an assigned class or activity to another setting in order to maintain an orderly and effective educational system. If instruction in the general education curriculum continues during this removal to another setting, the student is counted in attendance.

(2). Detention: Student experiences disciplinary action at a time other than during instructional time in order to maintain an orderly and effective educational system. Because such actions do not occur during instructional time, attendance is not counted in reports to the state.

(3). A student can be suspended while waiting on the hearing to determine expulsion.

IC 20-33-8-23 The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter. As added by P.L.1-2005, SEC.17

(4). Suspension or Expulsion examiner in the notes on field 11 refers to any principal, counselor, teacher, administrator, director, etc. who has the authority to suspend or expel a student for reasons noted in field 8.

References:

Indiana Code Requirements:

Students with firearms on school property require that the student be expelled.

IC 20-19-3-4 House Enrolled Act No. 1794

IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices

IC 35-41-1-8 Deadly weapon

IC 35-47.5-2-4 Destructive device

IC 20-33-8-17 Legal Settlement

IC 20-33-8-23 Suspension pending expulsion decision

20 U.S.C. 1415 Students with disabilities who possess a firearm on school property

Common Scenarios

The following section contains several likely scenarios pertaining to expulsions and a description of how they would be reported.

Scenario #1: Expelled to Alternate Program and Completed Expulsion in Program

Scenario: Student is expelled and placed in an alternate program. The student completes the length of expulsion in the program.

Reporting Result: Students that were expelled to an alternative program and complete the entire length of the expulsion should not be reported.

Scenario #2: Expelled to Alternate Program and did not Complete Expulsion in Program

Scenario: Student is expelled and placed in an alternate program. The student does not complete the length of the expulsion in the program.

Reporting Result: Students that were expelled to an alternative program and did not complete the entire length of the expulsion should be reported. The Length of Expulsion reported should be calculated using the following formula:

(Total instructional days expelled – Total instructional days completed in the alternative program)

Example: 75 total instructional days expelled minus 30 days completed equals 45 days expelled. (75-30=45)

Scenario #3: Incident Number

Scenario: The incident the student was expelled for was a group incident involving more than two students.

Reporting Result: The incident number is assigned number 1 and reported on each student expelled. If five students were expelled five (5) records are submitted with the incident number of 1.

Scenario #4: Incident Number

Scenario: The incident the student was expelled for was a conflict involving only two students. This is the second incident for this school.

Reporting Result: An incident number of 2 is assigned and reported on both students involved.

Scenario #5: Student suspended for one-half day

Scenario: The student that is suspended was in attendance for one-half (1/2) day.

Reporting Result: Suspensions (and expulsions) are reported as whole days, while attendance is reported in half-day increments. A student suspended any portion of the day is counted as 1 full day on DOE-EX/SU. A student suspended during an instructional half day (1/2) is counted as 1 full day. When reporting DOE-AT Attendance data, based upon code 511 IAC 1-3-3, a student in attendance during any part of the day, up to and including one-half (1/2) of the day shall be counted on one-half (1/2) day on attendance. A student in attendance more than one-half (1/2) of the day shall be counted as one (1). DOE-EX/SU and DOE-AT are two separate collections of data and will not match one for one for students suspended.

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,10,2,08/24/2006,08/26/2006,3,01,,Y,N,1
0001,000102002,11,1,08/24/2006,08/24/2006,1,07,,N,,2
0001,000102002,11,2,09/28/2006,09/28/2006,1,01,,N,,4
0002,000102003,09,1,08/24/2006,08/24/2006,1,07,,N,,2
0002,000102005,09,3,10/18/2006,10/18/2007,365,03,1,N,,3
0003,000306001,10,2,02/01/2006,02/11/2006,10,11,3,N,,23
0003,000306001,10,3,03/01/2006,03/16/2006,12,12,3,N,,26
```

Positional Format

	10	20	30	40	50	60
000100010200110208/24/200608/26/2006	301	YN	0000000001			
000100010200211108/24/200608/24/2006	107	N	0000000002			
000100010200211209/28/200609/28/2006	101	N	0000000004			
000200010200309108/24/200608/24/2006	107	N	0000000002			
000200010200509310/18/200610/18/2007	365031	N	0000000003			
000300030600110202/01/200603/16/2006	1011	N	0000000023			
000300030600110303/10/200603/16/2006	12123	N	0000000026			

E(x)tensible Markup Language (XML) Format

Note: Example reporting of a student with and Expulsion and Suspension records.

```
<XIF_EXSUData>
  <Corporation Id="8800">
    <School Id="0003">
```

```
<Student STN="000306001">
  <Demographics SpecialEducation ="N" />
  <SchoolUse Grade="10" />
  <EXSU>
    <Incident Type="2" BeginDate="02/01/2006" EndDate="03/16/2006" Length="10" Reason="11"
AlternativeSchool=""
    IHO="" IncidentNumber="23" />
    <Incident Type="3" BeginDate="03/01/2006" EndDate="03/16/2006" Length="12" Reason="12"
AlternativeSchool="3"
    IHO="" IncidentNumber="26" />
  </EXSU>
</Student>
</School>
</Corporation>
</XIF_EXSUData>
```

Change History

The following section contains a history of changes made to the Expulsion and Suspension Report (DOE-EX/SU) Data Layout from the prior version.

Version	Change History
09.17.07	Independent Hearing Officer, field 11 changed for students expelled or suspended Important Notes number 4 changed
06.12.07	Added Pre Kindergarten to grade level Changed dates on Trial Period and Collection Period
03.29.07	Added scenario #5 ½ day suspensions
03.27.07	XML tag of SpecialEducation corrected. XML tag of Grade instead of GradeLevel Positional, comma delimited and XML format examples added
03.05.07	Field 7 format and note added for field length of 5 Data File Format positional and comma delimited, removed ½ days from example
01.30.07	Field 10 and Field 11 required statement changed for clarity.
09.13.06	Corrected Indiana Code for Legal Settlement, added to References. Important Note 3 additional information on suspension pending expulsion.
09.12.06	Two data collections, DOE-EX and DOE-SU were combined. Original posting